



MILITARY DECORATIONS

The timeline for submitting decorations is two years from the date of the act or achievement. However, the Fiscal Year 1996 National Defense Authorization Act (NDAA), Section 526, provides an avenue for consideration of awards, or upgrading a decoration, not submitted in a timely manner. Requests not previously submitted in a timely manner will be considered under the provisions of this NDAA provision if the request is referred to the Secretary of the Air Force by a member of Congress (i.e., a recommendation letter by the member of Congress to the Secretary). Upon receiving and reviewing the recommendation, the Secretary will determine the merits of approval. Under this Act, the original or a reconstructed written award recommendation is required. **The signed recommendation may be prepared by anyone with firsthand knowledge of the member's achievements, preferably the commander or supervisor at that time. Members cannot recommend themselves.**

The recommendation must include the name of the decoration; reason for recognition (heroism, achievement, or meritorious service); inclusive dates of the act; signed descriptive justification of the act; typed proposed citation; any statements from fellow comrades, eyewitness statements attesting to the act, sworn affidavits; and other documentation substantiating the recommendation. **NOTE: If an award was never processed on an individual, documentation must show that there was intent to submit the individual. At least two personnel in the chain of command must endorse an award recommendation for that award to be processed. If a member files a request through their Congressman to the Secretary of the Air Force, they must show that they were recommended for a decoration by their chain of command.**

World War II

In the case of World War II decorations, the Army Air Force Transfer Agreement of 1948 gives the Department of the Army retainability to act on and process all recommendations for decorations. **Exception:** The Distinguished Flying Cross and the Air Medal, for acts that occurred before July, 1, 1948, regardless whether the services were performed with the Army, Air Corps, Army Air Forces or the United States Air Force.

Support Agencies

With the number of years that may have passed, constituents may not have immediate access to the required documentation to justify a military decoration. The following agencies may be able to assist:

AIR FORCE HISTORICAL RESEARCH AGENCY
(Information recorded in unit/group history)
AFHRA/RSA
600 Chennault Circle
Maxwell AFB AL 36112-6678

DSN: 493-5834
Commercial: (334) 953-5834

NATIONAL PERSONNEL RECORDS CENTER
NPRC/NCPMAO
9700 Page Ave
St Louis MO 63132-5100
Commercial: (314) 538-4218

***AFPC WORLDWIDE LOCATOR**
AFPC Worldwide Locator
550 C Street West, Suite 50
Randolph AFB TX 78150-4752
DSN: 665-2660
Commercial: (210) 565-2660

*The Worldwide Locator maintains an address listing of active and retired Air Force members. People may forward a letter to an active or retired member by placing it in a stamped envelope and enclosing that envelope inside another one addressed to the Worldwide Locator to address listed above. It should include the name, present or former grade, and any other pertinent information about the individual to be reached. There is a \$3.50 research fee for each letter forwarded. A check or money order payable to "DAO-DE" must accompany the request for forwarding service. Officials may waive this fee for military personnel (active duty, Reserve, and retired) and their immediate families, but the requester must provide military identification to obtain the waiver. Locator personnel will forward the letter(s) or return it if they do not have the forwarding address.

PROCESSING OF AWARDS/DECORATIONS FOR OPERATION ALLIED FORCE (OAF)

COMUSAFE is the approval/recommending approval authority for all Air Force awards and decorations associated with OAF. This authority was delegated to the following:

Award/Decoration	Action Office/ Approval Authority
Single Event Air Medals, Single Event Aerial Achievement Medals, Air Force Commendation (AFCM) with Valor and Air Force Achievement Medal (AFAM) with Valor	16 ASETF/CC will board
Silver Star and Distinguished Flying Cross	16 ASETF/CC will board then forward to USAFE/CC for

	further processing
Bronze Star and below	16 ASETF/CC
Meritorious Service Medal, AFM, and AFAM based on AEW/CC or home station Wing Commander/ equivalent recommendations	16 ASETF/CC
Recommendations for sustained flight awards	Certified by AEG/CC and AEW/CC then forwarded to home station Commander for processing and award

All awards, **except award for sustained flight**, will be prepared on AF Form 3994, "Recommendation for Decoration Deployment/Contingency Operations." The AF Form 3994 must include the exact citation in the Summary of Action/Meritorious Service block of the form and be signed by the squadron, group and wing commander; however, as a minimum it must be signed by the wing commander (or equivalent). For those awards requiring a narrative, the narrative should be on plain white bond paper (supervisor's signature only).

The unit will submit a hard copy to HQ USAFE/DPPF, Unit 3050, Box 25, APO AE 09094-5025, fax DSN 480-3648/7780 and send an electronic copy or word document to usafe.decorations@ramstein.af.mil.

A DECOR6 will not be required to submit decoration recommendations; however, HQ USAFE/DPPF may contact home station MPFs for assistance in verifying the member's current award history. The date the supervisor signs the form will be considered the date the recommendation began processing (in lieu of the date of the DECOR6). For Sustained Flight Awards, AES/CC or OPS squadron commander will document missions on an operations certification letter. AEG/CC and AEW/CC or OG/CC and WG/CC will approve the recommendation on the letter. The letter will be based on criteria established by USAFE/DO. Criteria will be forthcoming. HQ USAFE/DPPF will conduct a board each month as necessary. Each AEW/CC will be in attendance with the first board convening on July 26-27, 1999. Nominations must reach HQ USAFE/DPPF NLT the 15th of each month.

DEMOBILIZATION DD FORMS 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

In order for HQ ARPC Service Documents Branch (DPSSS), to issue a DD Form 214 for the Kosovo Crisis, individual mobilization augmentees must mail or fax a copy of their final travel vouchers to HQ ARPC/DPSSS, 6760 E. Irvington Pl #4000 Denver, CO 80280-4000. Members can contact DPSSS for more information toll free 1-800-525-0102; fax DSN 926-6298/Comm (303) 676-6298 or via e-mail dpsss@arpc.afrc.af.mil.